

EMPLOYEE WORK SCHEDULE

Employee Name & ID #: Elisabeth O'Brien

Bureau/Division: DPH / DRUG LAB

Please check one: TO START 9/22/03

REGULAR HOURS 9:00 AM – 5:00 PM

STAGGERED HOURS

FLEXTIME

COMPRESSED WORKWEEK

Note: Assistant Commissioner's approval required for initial Employee Flextime and Compressed Workweek. For Flextime and Compressed Workweek requests, Alternative Work Options Form must be completed.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total For Week
Arrival - Departure	7 ⁰⁰ - 4 ³⁰	7 ⁰⁰ - 2 ⁰⁰	7 - 4 ³⁰	7 ⁰⁰ - 2 ⁰⁰	7 ⁰⁰ - 2 ⁰⁰	
Total Hours Per Day	9.00	6.5	9.0	6.5	6.5	37.5

Elisabeth O'Brien
Employee Signature

08/19/03
Date

Charles B. Salem
Supervisor Signature

8/19/03
Date

Leanne Parker
Division/Program Director Signature

8/19/2003
Date

Assistant Commissioner Signature

Date